



## Qualified Underground Storage Tank Consultant Application

Department of Environmental Quality under authority of Part 215, Refined Petroleum Fund,  
of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(This address will appear on the published QC List)

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ CONTACT PERSON'S E-MAIL: \_\_\_\_\_

\*\*\*\*\*  
CORPORATE INFORMATION (if different than above):

\*\*\*CORPORATE OFFICER: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\*\*\*The Corporate Officer listed above shall be a Principal located within the firm's headquarters or main office, not a company representative located at a regional or branch office.

Submit this application along with supporting documents of the required qualifications described herein to:

Department of Environmental Quality  
Remediation and Redevelopment Division  
P.O. Box 30426  
Lansing, MI 48909-7926

I attest that the information being submitted is a true and accurate reflection of my firm's capabilities and qualifications. I understand that any false or erroneous information contained in the documents submitted or representations made may constitute fraud on my part and may result in the initiation of legal proceedings, suspension or removal from the list, and this firm and/or person's permanent suspension from all leaking underground storage tank (LUST) activities.

\_\_\_\_\_  
Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_, \_\_\_\_\_  
County State

My commission expires: \_\_\_\_\_

# Qualified Underground Storage Tank Consultant Application Guidance

Department of Environmental Quality  
under authority of Part 215, Refined Petroleum Fund,  
of the Natural Resources and Environmental  
Protection Act, 1994 PA 451, as amended

Questions regarding this process may be directed to the Department of Environmental Quality, Remediation and Redevelopment Division at 517-335-7272. Please refer to the Michigan Qualified Underground Storage Tank Consultants and Certified Underground Storage Tank Professional Rules (QC/CP Rules) 1999 AACRS R 324.21501 et seq., for additional clarification.

## Requirements

1. Provide a **detailed** narrative of the environmental contamination/remediation activities which your firm has handled which demonstrate experience in all phases of underground storage tank work, including:
  - tank removal oversight,
  - site assessment (including hydrogeological studies),
  - soil removal,
  - feasibility studies,
  - a minimum of two **different** types of remediation system design and installation,
  - remediation management activities,
  - site closure,
  - risk assessments.

Each task above must be documented at no less than three sites, and your application must contain a total of at least five sites. Refer to Rule 4, R 324.21504 of the QC/CP Rules for additional information regarding the QC experience requirements.

2. Provide name(s) of all CP(s) employed by your firm. Each CP must provide a letter declaring that he or she is employed on a full-time basis by the applicant and that the individual has an active operational role in the daily activities of the applicant. A prime/subcontractor relationship between the applicant and the CP will not satisfy this requirement. **Full time is defined in the QC/CP Rules as 40 hours a week. The phrase “active operational role” means direct involvement and oversight of corrective actions.**
3. Demonstrate that the person, or firm, as defined by Part 215, has or will be able to obtain, as a condition of approval, all of the required insurance. If insurance has been obtained, provide copies of the certificate of insurance, binders or copies of the insurance policy declaration page. If the applicant is approved, but insurance has not been obtained, provide a letter from the insurance agent or insurance company, attesting that the required coverage will be provided within 30 days. Required insurance includes all of the following:
  - a. Statutory worker compensation insurance as required in Michigan.
  - b. Professional liability errors and omissions insurance shall be issued with a limit of not less than \$1,000,000 per occurrence.
  - c. Contractor pollution liability insurance with limits of not less than \$1,000,000 per occurrence.
  - d. Commercial general liability insurance with limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.
  - e. Automobile liability insurance with limits of not less than \$1,000,000 per occurrence.

4. Provide a declaration that the firm submitting this application has complied with all OSHA and MIOSHA requirements while performing previous corrective action activities. (If there are previous violations, provide an explanation.) In addition, provide 40-hour or 24-hour certificates and current annual updates demonstrating workers have received hazardous waste operation training.
5. If the applicant is a corporation, submit a copy of the company's most recent annual report. If the applicant is not a corporation, it shall submit the name of the registered business in the form of a D.B.A. certificated indicating the assumed name under which the applicant is conducting business.

#### Submittal Procedures

Complete and submit the attached Qualified Underground Storage Tank Consultant Application along with a copy of all documents supporting the required qualifications described herein to:

Department of Environmental Quality  
Remediation and Redevelopment Division  
P.O. Box 30426  
Lansing, MI 48909-7926

#### Notifying the Department in Writing of Changes

After submitting a "QC Application", or any time after a consultant is included on the list of qualified consultants, within ten days of a change in any of the requirements, or any material change in the applicant's operations or organizational status that might affect the applicant's ability to operate as a consultant, the person shall notify the department.

#### Suspension or Removal from List

A QC shall be suspended or removed from the list for fraud or other cause as determined by the department, including, but not limited to, failing to select and employ the most cost effective corrective action measures. Please refer to the QC/CP Rules for specific requirements.

## CHECKLIST OF SITES AND REQUIRED TASKS TO BE INCLUDED IN QC APPLICATIONS

Use this sheet in addition to the detailed narrative so the tasks can easily be identified

**A minimum of 5 sites must be provided and each of the required tasks shall be documented at not less than 3 sites**

Pursuant to Rule 4(1)(a) thru (h)

Project Name →							
Task ↓	Check box below for the task(s) that relate to the project						
a). UST Work/Removal Oversight On-site supervision of all stages of UST removal, including soil excavation, tank and piping removal, documentation of proper disposal							
b). Site Assessment Corrective actions listed in Sections 21307 to 21313							
c). Soil Removal Using proper staging and containment procedures, properly characterizing and disposing of excavated soils							
d). Feasibility Develop and evaluate alternative remedial technologies based on site investigations. Analyze alternative technologies for remediating impacted soil & groundwater for treatment, disposal, and reduction of contaminants.							
e). Remediation System Design Two different types of system designs are required	name the design	name the design	name the design	name the design	name the design	name the design	name the design
f). Remedial System Installation Implement a CAP using properly designed system							
g). Remediation Management Direct oversight of response personnel and activities associated with site assessment, remedial system installation, oversee site closure							
h). Site Closure Proper closure of a Part 213 release where risks have been reduced and no further corrective action is required							